

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. 1120PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE UNIVERSITIES AND COLLEGES
FROSTBURG STATE COLLEGE

STUDENT HUMAN RELATIONS

AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>General Correspondence</u> Subject arrangement of original incoming, copy of outgoing letters, memorandums, reports, meeting minutes, directives, studies, policies, and other miscellaneous papers relating to this office.	Screen annually. Destroy materials over three years old which has no further value. Materials which illustrate policy, procedures, and development of the department and college are to be transferred to the history file for permanent retention.
2.	<u>Budget Reports</u> These are reports received monthly from the Budget Office and copies of purchase orders and information on equipment.	Retain final printout for three years, then destroy.
3.	<u>Student Records</u> Academic Progress Reports on all the Minority Students.	Retain in active file until student is no longer enrolled. Transfer to inactive file to be retained for four years, then destroy. Screen active file annually destroying all non-record material which is no longer useful.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission

1-19-87

Date



Signature

Director Of
Administrative
Services

Title

3/6/87

Date



State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

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- | | |
|--|--|
| 1. Department
STATE UNIVERSITIES AND COLLEGES | 2. Division
FROSTBURG STATE COLLEGE
3. Unit
Student Human Relations |
|--|--|
4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

General Correspondence - Subject arrangement of original incoming, copy of outgoing letters, memorandums, reports, meeting minutes, directives, studies, policies, and other miscellaneous papers relating to this office.

(Note: Use a separate inventory sheet for each Record Series)

- | | |
|---|--|
| 5. Present Volume on Hand (No. of file drawers) <u>2</u> | 7. Audit Requirements
State <input type="checkbox"/>
Federal <input type="checkbox"/>
Independent <input type="checkbox"/> Internal <input type="checkbox"/>
External <input type="checkbox"/> |
| 6. Estimated Accumulation (Yearly) <u>1/2</u> | 8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)
Current Year <input checked="" type="radio"/> H <input type="radio"/> M <input type="radio"/> L
After 1. Yr. <input type="radio"/> H <input checked="" type="radio"/> M <input type="radio"/> L After what year does activity become LOW... <u>3</u> |
| 9. Could Record Series be stored in the State Records Center.
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
When: _____ | 10. Recommended Retention: Screen annually. Destroy materials over 3 years old which has no further value. Materials which illustrate policy, procedures, and development of the department and college are to be transferred to the history file for permanent retention. |
| 11. Inventory prepared by <u>Nancy Cordina</u> Date: <u>1/19/87</u>
(Print Name) | |

Telephone Number: 689-4050

DGS-550-4 1/81

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

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|---|--|
| 1. Department
STATE UNIVERSITIES AND COLLEGES | 2. Division
FROSTBURG STATE COLLEGE
3. Unit
Student Human Relations |
|---|--|
- 4. Record Series and Title:** (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

Budget Reports - These are reports received monthly from the Budget Office and copies of purchase orders and information on equipment.

(Note: Use a separate inventory sheet for each Record Series)

- | | |
|---|--|
| 5. Present Volume on Hand (No. of file drawers) <u>1</u>
6. Estimated Accumulation (Yearly) <u>2</u> | 7. Audit Requirements
State <input type="checkbox"/>
Federal <input type="checkbox"/> Internal <input type="checkbox"/>
Independent <input type="checkbox"/> External <input type="checkbox"/> |
| 8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)
Current Year <input checked="" type="radio"/> H <input type="radio"/> M <input type="radio"/> L
After 1. Yr. <input type="radio"/> H <input checked="" type="radio"/> M <input type="radio"/> L After what year does activity become LOW <u>3</u> | |
| 9. Could Record Series be stored in the State Records Center.
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
When: _____ | 10. Recommended Retention:
Retain final printout for three years, then destroy. |
| 11. Inventory prepared by <u>Nancy Carolina</u> Date: <u>1/19/87</u>
(Print Name) | |
- Telephone Number:** 689-4050

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AGENCY RECORDS INVENTORY

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4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

Student Records - Academic Progress Reports on all the Minority Students.

(Note: Use a separate inventory sheet for each Record Series)

- | | |
|---|--|
| 5. Present Volume on Hand (No. of file drawers)
<u>1</u> | 7. Audit Requirements
State <input type="checkbox"/>
Federal <input type="checkbox"/>
Independent <input type="checkbox"/> Internal <input type="checkbox"/>
External <input type="checkbox"/> |
| 6. Estimated Accumulation (Yearly)
<u>1/2</u> | 8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)
Current Year <input checked="" type="radio"/> H <input type="radio"/> M <input type="radio"/> L
After 1. Yr. <input checked="" type="radio"/> H <input type="radio"/> M <input type="radio"/> L
After what year does activity become LOW <u>3</u> |
| 9. Could Record Series be stored in the State Records Center.
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
When: _____ | 10. Recommended Retention: Retain in active file until student is no longer enrolled. Transfer to inactive file to be retained for 4 years, then destroy. Screen active file annually destroying all non-record material which is no longer useful. |
| 11. Inventory prepared by <u>Nancy Carding</u>
(Print Name) | Date: <u>1/19/87</u> |

Telephone Number: 689-4050